

## **JOB ANNOUNCEMENT**

Berrien County Trial Court - Friend of the Court  
St. Joseph, MI - March 2004

**ACCOUNT CLERK** - (\$19,802) Full-time position available in Berrien County, Michigan, with the Friend of the Court.

**REQUIRED** - High school diploma or GED and two years of bookkeeping or financial record keeping; or an Associate's Degree in Accounting, Bookkeeping, or a related field.

**DUTIES** - Performs routine accounting and bookkeeping duties; receives payments, maintains accounts; reconciles accounts; enters information in computer accounting system; posts and balances receipts to accounts; adjusts accounts; performs clerical duties, such as answering phone inquiries, filing, typing correspondence, data entry; checks computer records/reports for accuracy; maintains appropriate files, records, and reports; completes special projects as assigned.

**BERRIEN COUNTY, MICHIGAN** - A great place to live and work. Berrien County is located in the southwest corner of the state. It is bordered on the west by 42 miles of Lake Michigan shoreline and on the south by the State of Indiana. Berrien County has a diversified economic base with its manufacturing, agriculture, tourism, and service industries. With the Lake Michigan resource and 306 inland lakes and rivers, Berrien County is a popular tourism destination, which is enhanced by the unique farm markets that abound within the area. The County's central location (fifty-four percent of U.S. manufacturing and sixty-five percent of Canadian manufacturing are within 500 miles) is serviced by major highways, airports, rail, and commercial ports, which contribute to maintenance of the strong diversification of the economic base.

**APPLICATION FOR THIS POSITION CAN BE OBTAINED AT THE FOLLOWING:**

**PERSONNEL DEPARTMENT, BERRIEN COUNTY ADMINISTRATION BUILDING  
701 MAIN STREET, ST. JOSEPH, MICHIGAN 49085  
BETWEEN 8:30 A.M. AND 5:00 P.M.**

**JOB HOTLINE (269) 983-7111, EXT. 8919  
BERRIEN COUNTY WEB SITE: [www.berriencounty.org](http://www.berriencounty.org)**

**Equal Opportunity Employer**